



Załącznik nr 8 a

Internship Agreement No. ... /EI /2015

Concluded on
by and between:

The University of Agriculture in Cracow, Al. Mickiewicza 21, 31-120 Cracow, NIP No.: 6750002118, REGON No.: 000001815, hereinafter referred to as "the Employer" represented by the Deputy Chancellor of the University of Agriculture for Education, Implementation and International Cooperation – Stanisław Małek, PhD (Eng.), professor of the University of Agriculture on the basis of the power of attorney dated 2 January 2015, countersigned by the Bursar of the University of Agriculture – Maciej Oleksiak, MA

hereinafter referred to as the **University**

2. The company
with its registered office in:
.....
NIP No.:, REGON No.:, KRS No.:
.....
represented by:

hereinafter referred to as the **Internship Institution**

3. Mr./Ms.
residing in
holding the personal identity document No.
PESEL No. hereinafter referred to as the **Intern**,
jointly hereinafter referred to as **the Parties**.

§1

1. This agreement governs the mutual relations between the parties hereto, and specifies their rights and obligations associated with organizing the Internship for a student in the Internship Institution within the execution of the Project entitled "Age of Engineers – Reliable Investment in the Future" co-financed by the European Union through the European Social Fund, agreement No. UDA-POKL 04.01.02-00-228/12-00, hereinafter referred to as the Project.

§ 2

1. The University is sending an Intern to the Internship Institution for the purpose of undergoing a Professional Internship, and the Internship Institution is accepting the Intern and will allow it to undergo the internship.

2. The Parties hereto agree that the place of the internship will be

3. The person authorized by the University to contact the Internship Institution and the Intern in connection with the Internship is:

.....
(full name of the representative of the University)
.....
(phone No./ email address)



§ 3

1. The person responsible on the part of the Internship Institution for the proper execution of the internship will be the Internship Coordinator:

.....
(full name of the representative of the Company)

.....
(phone No./ email address)

§ 4

The Internship Institution undertakes:

1. To allow the Intern to undergo the Internship in the period from to, and the Internship will cover 160 clock hours/month.
2. To designate an Internship Coordinator who will provide guidelines during the Internship, monitor the Intern's worktime, with the reservation that one Coordinator may look after no more than 2 Interns. The designated Internship Coordinator should be able to communicate in English with ease.
3. To provide the opinion for and approving of the Individual Internship Programme in compliance with the effects of education on the specialty studied by the Intern, developed by the Internship Coordinator in agreement with the University, the Template of which constitutes Appendix No. 1 hereto.
4. To familiarize the Intern with the rules and conditions of work, to conduct the necessary trainings required in the position held by the Intern, including the trainings in safety and hygiene at work as well as fire regulations.
5. To manage the Internship in compliance with the effective provisions of the law associated with providing safety and hygiene at work, and to provide the Intern with the required protective clothing.
6. To provide the suitable materials and tools for work and make available the necessary data necessary for the Intern to draw up the Internship Log.
7. To immediately inform the University in writing of any difficulties and irregularities in execution of the Internship, and of the fact that the Intern has ceased participating in the Internship, including to inform of the fact that the Intern has glaringly violated the rules of the Internship, and of any day of Intern's unjustified absence.
8. To protect the Intern's personal data in compliance with the provisions of the Personal Data Protection Act of 29 August 1997 (Journal of Laws of 2002, No. 101, item 926, as amended).
9. To approve of the Attendance List and the Internship Log at the end of the Internship.
10. To issue an Internship Completion Certificate, including the Internship Assessment.
12. To set an additional date for the Internship for the purpose of allowing the Intern to make up for the days of unjustified absence.

§ 5

An Intern is obliged:



1. To start and complete the Internship in compliance with the time limit specified in §4 point 1.
2. To prepare an Individual Internship Programme, together with the Internship Coordinator and the University, developed as per the template specified in Appendix No. 1 hereto.
3. To undergo the Internship in the place indicated by the Internship Institution, with the use of the entrusted materials and tools.
4. To comply with the worktime schedule specified by the Internship Institution.
5. To conscientiously and scrupulously perform the tasks within the Individual Internship Programme, and to follow the instructions from the Internship Coordinator or other employees indicated by the Internship Coordinator, as long as they are in compliance with the law.
6. To obtain the experience and skills in the scope associated with the studied subjects.
7. To comply with the provisions and rules binding the employees employed in the Internship Institution, in particular: professional secrecy, rules of safety and hygiene at work, and fire regulations.
8. To use the amount of the advance payment financed from the Project and collected from the University for the expenses (costs of travelling, accommodation, monthly tickets) in a purposeful and economical manner, to collect and store source documents (tickets, invoices, bills).
9. To draw up the documentation confirming the required number of hours of the Internship, i.e. the Attendance List and the Internship Log. The document templates constitute Appendices No. 2 and 3 hereto.
10. To deliver the following documents confirming the fact of having undergone the Internship to the person authorized by the University, indicated in §2 point 3 until the 5th working day of the month subsequent to the completion of the Internship: Internship Log, Attendance List, Internship Completion Certificate (the template of the Internship Completion Certificate constitutes Appendix No. 4) as well as the documentation confirming the costs incurred (invoices, tickets) for the purpose of settling them. The Internship Log, the Attendance List and the Internship Completion Certificate should be approved of by the Internship Coordinator and the indicated person representing the Internship Institution.
11. To provide justification for the absences which might constitute the basis for extending the time limit of the Internship.
12. To immediately inform the University in writing of any and all the irregularities and difficulties with execution of the Internship.
13. To represent the University in a proud manner.
14. To incur the liability for the potentially caused damage, the losses caused to the Internship Institution as a result of its activities.

§ 6

1. The University undertakes to pay allowance to the Intern, as well as to reimburse the costs of travelling to and from the place of Internship, costs of accommodation and a public transport monthly ticket.



2. The costs indicated in §6 point 1 will be co-financed from the resources of the European Union within the European Social Fund – Priority IV, Measure 4.1, Submeasure 4.1.2 of the Human Resources Operational Programme.

§7

The Intern will organize the trip, accommodation and monthly ticket on its own. For that purpose, the Intern will collect from University an advance in the Polish currency in the amount indicated in the Project budget, and will be obliged to exchange currencies, to pay in the place of the internship, by making purposeful and economical decisions in the management of the indicated amounts, and by collecting and storing the documents, on the basis of which the Intern will prepare the settlement (invoices, receipts, tickets, boarding cards).

§8

In the case of the Agency Institution's delays in sending the resources for execution of the Project, resulting from the agreement on co-financing project No. UDA-POKL 04.01.02-00-228/12-00, to the University, the University reserves the right to suspend the payment of the allowance until the moment of receiving the next co-financing tranche. Also, the University undertakes to pay the back allowance, without the need to charge statutory interest for the delay, to which the Intern agrees.

§9

1. In the case of interruptions in the Internship resulting from justified absence of the Intern or for reasons independent of it, of no more than 2 working days (i.e. 16 hours), the Intern will be obliged to make up for the days of absence within 1 week of the date of the planned completion of the Internship specified in §4 point 1.
2. The interruptions of over 2 working days of justified absence may be made up for after the Director of the Technology Transfer Center conducts an individual examination and expresses its consent.
3. The Internship must end until

§10

1. The University undertakes to conduct organizational supervision over the course of the Internship.
2. The University will not be liable for the activities or omissions of the Internship Institution or the Intern during the effectiveness hereof. The Internship Institution and the Intern are obliged to provide the University, as well as the authorized domestic institutions and the European Union institutions monitoring the performance hereof, with reliable information and explanations, to make available the documents associated with the performance hereof.

§11

1. The agreement is based on civil law, and does not constitute the basis for establishing an employment relationship between the Student and the Internship Institution.
2. Any and all the changes herein need to be made in writing to be valid.
3. This agreement will be subject to the provisions of the Polish law.
4. The provisions of the Labor Code and Civil Code will apply to the matters not governed herein.



KAPITAŁ LUDZKI
NARODOWA STRATEGIA SPÓJNOŚCI



UNIA EUROPEJSKA
EUROPEJSKI
FUNDUSZ SPOŁECZNY



5. Any and all the disputes resulting from this Agreement will be resolved by the court with jurisdiction for the registered office of the University.

§12

The Agreement has been drawn up in four identical copies in the Polish and English language versions, two for the University and one for each of the other Parties. In the case of any discrepancies between the Polish and English language versions, the former will prevail.

UNIVERSITY

INTERN

INTERNSHIP INSTITUTION

.....
(Stamp and signature)

.....
(Signature)

.....
(Stamp and signature)