**Agreement**

**on the arrangement of student internships (placement)**

concluded on ..........................

between

**University of Economics and Human Sciences in Warsaw**, address: ul. Okopowa 59, 01–043 Warsaw, NIP (Tax ID): 5252208719, hereinafter the “University”, represented by the Rector, dr hab. Konrad Janowski, UEHS professor

and

**…………………………………………………………………………….**,   
address, ………………………….. , NIP……………………. hereinafter referred to as the “Organizer”, represented by **………………………………………………………………**

The Parties agree as follows:

§1

1. The University may refer to the Organizer, per year:

* ……….. students of ………………………………………………...

for placement. The template of the *Student* *Referral constitutes* Appendix 1.

1. The qualification of a student, hereinafter referred to as the “Intern” or “Student”, for internship is made each time a person authorized by the Organizer signs an *Internship Agreement.* The template of the *Internship Agreement* constitutes Appendix 2.
2. The extent of the Intern’s tasks within the framework of placement cannot exceed 40 hours per week.

§2

The Organizer shall:

1) appoint an in-company internship supervisor who will:

a) provide the Intern with information on the responsibilities and policies and procedures of the office,

b) monitor the Intern's performance of tasks arising from the internship program,

c) provide feedback to the Intern on the results achieved, the degree of task completion, as well as the skills and social competencies developed;

d) confirm, in the *Internship Progress Report,* the learning outcomes achieved by the Intern as a result of the placement;

2) prepare a workplace, compliant with Organizer’s typical workplace standards, for the Intern prior to the commencement of their internship,

3) provide initial training in occupational health and safety (OHS);

4) allow the University's internship supervisor to provide didactic supervision of the student's internship;

5) provide in the student's *Internship Progress Report* an opinion on the course of internship after its completion.

§3

The University shall:

1) develop an *Internship Program* and familiarize the student with it;

2) provide didactic supervision of the internship;

3) inform the student of the obligation to provide accident insurance.

§ 4

The internship is unpaid, although the parties may agree otherwise in the form of a written appendix to this agreement

§5

The Organizer has the right to expel the student if they violate workplace discipline or OHS rules.

§6

Any disputes that may arise from the implementation of the agreement shall be resolved jointly by persons authorized to represent the Organizer and the University in concluding this agreement. Matters not covered by this agreement will be resolved in accordance with the Civil Code and the Labor Code.

§7

Amendments to the agreement must be made in writing in the form of an annex under pain of nullity.

§ 8

This Agreement is drawn up in two identical copies, one for each Party.

§9

The agreement is concluded for an indefinite term.

|  |  |  |
| --- | --- | --- |
| ……………………………… University |  | ……………………………… Organizer |

**Annex 1**

Warsaw, on …………………. 20….....

University of Economics and Human Sciences

in Warsaw

ul. Okopowa 59

01-043 Warsaw

**Internship referral**

Consistent with the agreement between the **University of Economics and Human Sciences**  
**in Warsaw** and ............................................................. concluded on........................... we refer our student........................................................ to your establishment to take part in an internship program over the period from .................. to ......................... .

**Field of study:** …........................................................................

**Level of education:** …………………………………………………………

**Year of study: …………………………………………………**

The scope of tasks and duties assigned to the Intern and the detailed schedule for their implementation is determined by the company's internship supervisor appointed on behalf of the institution where the internship is carried out, after reviewing the *Internship Program* for a particular course of study.

. ………………….…............................................. ………………………………………

Name and surname of the University’s internship supervisor Phone number or e-mail

………………………………………….

University's internship supervisor’s signature

**Appendix 2**

Warsaw, on ………………….

**Internship Agreement**

concluded on ................... between

University of Economics and Human Sciences in Warsaw, hereinafter the “University”, represented by the Rector dr hab. Konrad Janowski

and

……………………………………………………………………………………in Warsaw,

represented by ........................................................................................, hereinafter the “Company”

This agreement is concluded pursuant to the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws 2018, item 1668).

1. The agreement is concluded for the period from ........................... to ..........................

2. The University refers the following person to the Company for internship:

..................................................................................................................

(student's full name, field of study, level and year of study)

.......................................................................................................................

3. The Company undertakes to accommodate the aforementioned student(s) referred for internship in accordance with the educational program in force in the given field of study, and in particular to:

1. Provide a suitable workstation, equipment, and materials necessary to perform tasks during the internship,
2. Familiarize the student with the company's workplace regulations,   
   occupational health and safety rules, and other internal regulations of the Company,
3. Provide students with proper working conditions and social conditions to which regular employees at the Company are entitled,
4. Supervise the student's performance of assigned tasks in accordance with the internship program.

4. As the Company's internship supervisor, the Company appoints:

…………………………………………………………………………………………………

(employee's name, position, phone number and/or e-mail)

5. The Company may condition the student's admission on the student's accident insurance (the student insures themself).

6. The Company may make the student's admission dependent on the demand,   
skills of the student, and their suitability for the tasks assigned by the Company.

7. All costs associated with the internship (including travel, lodging, food) are paid by the student.

8. A student who grossly violates workplace discipline or occupational health and safety regulations may be expelled from the internship by the Company. The Company shall immediately inform the University of the fact that the student has been expelled.

9. In matters not regulated in the agreement, the provisions of the Act of 23 April 1964 on the Civil Code (i.e., Journal of Laws 2019, item 1145) and Act of 26 June 1974 on the Labor Code (i.e., Journal of Laws 2019, item 1040) shall apply.

University representative Company representative

on behalf of the Rector

.................................... .............................

(date and signature) (date, stamp, signature)