**Agreement for an Internship at Lodz University of Technology**

Between the Parties:

Lodz University of Technology - TUL, the Faculty of ……., located at……………, hereinafter referred to as „Receiving Institution”, represented by

 ………………….. – Dean of the Faculty,

and

Mr/Mrs/Ms ………………………,

Date and place of birth: …………

Resident in - ……………………

\* Holder of Passport no/National ID no: ………………

\*And enrolled as a student at ………………………

\*Recent graduate at……………………

On the degree course in: …………….

With a specialization in: ………………

\* delete as applicable

hereinafter referred to as „ Intern” – the following Agreement is concluded:

**§1**

**1.** The student/graduate coming for the internship at TUL must hold a valid visa (if applicable).

**2.** Provision of accident, liability and medical insurance is student’s responsibility. Lodz University of Technology will not provide any insurance for a Intern. During the term of the Internship – the Intern will have valid medical, liability, accidental insurance. The Intern must provide copies of all insurance mentioned above – an integral part of the Agreement – Annex number 1.

**3.** The Receiving Institution will not provide financial support to an Intern for an internship.

During the internship – Intern is not entitled to paid holidays.

**4.** The Receiving Institution will not provide accommodation for the Intern.

**5.** The Receiving Institution will not provide a contribution in kind to the Intern for the internship.

**6.** The Receiving Institution will provide appropriate support and equipment to the Intern during the period of internship.

**7.** Intern will not receive a student status at TUL.

**§2**

**1.** Internship titled - ………….. will take place between ………… and ……………….

 Number of working hours per week …..

**2.** The Receiving Institution will appoint an on-site Internship Coordinator. She/he will be the person to contact on all issues concerning the internship, as well as – this Agreement.

Internship Coordinator at TUL – Mr/Mrs/Ms - ………………..

**3.** The Receiving Institution will acquaint the Intern with occupational safety and health regulations, fire protection regulations, disclosure of classified, confidential and proprietary information regulations prior to the commencement of the internship.

**4.** Lodz University of Technology undertakes to ensure that the Intern is provided with professional internship experience over the agreed time period.

**5.** The Receiving Institution will ensure appropriate work assignment in accordance with the internship programme which is defined in Learning Agreement for Traineeship (confirmed by the Intern, Sending Institution and Receiving Institution) - an integral part of the Agreement – Annex number 2.

**6.**  Upon satisfactory completion of the internship – the Receiving Institution undertakes to issue a Traineeship Certificate.

**§3**

**1.** The Intern is obliged to conduct herself/himself in a manner appropriate to the internship objectives.

**2.** The Intern is obliged to:

a. carry out internship – related tasks assigned by the Internship Coordinator or by person acting on its behalf,

b. obey existing regulations at the Receiving Institution (such as health and safety regulations etc.),

c. notify the Receiving Institution in the event of absence.

**§4**

**1.** This Agreement may be cancelled prematurely :

a. without notice – only for a substantial reason,

b. within the term of 2 weeks,

after prior written notification to the Internship Coordinator at TUL.

**2.** All matters not regulated by this Agreement shall be settled in accordance with the provisions of the Law on Higher Education and the civil Code. All disputes that may arise under this Agreement shall be resolved by the Parties hereto through direct negotiations.

**3.** This Agreement is executed in two counterparts, one for each of the Parties.

…………………………………. ……………………………………….

Signature of the Dean Signature of the Intern

or person authorised by the Dean