Annex No 3

to Directive No. 31/2021

of 17 march 2021.

**CONTRACT**

**ON THE ORGANISATION OF STUDENT INTERNSHIPS PLANNED IN THE EDUCATIONAL PROCESS ON THE BASIS OF UNIVERSITY REFERRAL**

The contract concluded on ............................................ 20\_ \_ between the University of Wroclaw, Department

……………………………………………………………………………………………………………………………………………….. hereinafter referred to as University, represented by the Dean of the Department or a person authorised by the Rector ............................................................................................................................................................................

*(name, position)*

on the one hand, and ..............................................................................................................................................

*(name of company)* hereinafter referred to as the "Company" represented by the Director or a person authorised by the Director .......................................................................... on the other hand, in accordance with the directive No.31/2021) of the Rector of the University of Wrocław of 17 march 2021. on the organisation of student internships planned in the educational process at the University of Wrocław concluded for the period from ................................ to ………………………………………… reads as follows:

§ 1

1. The University refers ………………………a student of ....... year,

*(name) (year)*

taking a degree in........................................

full-time studies/part-time studies/ to the Company ...............................................................................................

(address) ...................................................................... in order to take up internship

from…………….…………….. to ……………………………………. (dates)

2. The specific scope and manner of internship agreed between the parties is defined in the programme of internships annexed to this Contract.

§ 2

The Company undertakes to:

1/ in agreement with the student determine the amount of hours and the scope of duties and responsibilities,

2/ provide suitable positions and resources to carry out the practice in accordance with the internship programme,

3/ familiarise the student with work regulations, health and safety regulations and protection of state and company secrecy,

4/ supervise the tasks performed by the student, arising from the internship programme,

5/ enable internship coordinators to supervise the teaching practices,

6/ issue an internship completion certificate in accordance with the model in force at University.

§ 3

The University undertakes to:

1/ develop a detailed internship programme, in agreement with the Company and familiarise the student with it,

2/ supervise over the educational side of internship.

§ 4

The University will refer to practice only a student insured against accidents and civil liability.

§ 5

Any disputes concerning non-material matters which may arise from this Contract shall be resolved by the internship coordinator on behalf of the University, and the Director on behalf of the Company, or a person authorised by them set out in this agreement.

§ 6

The contract is drawn up in two identical copies, one for each party.

§ 7

The Parties shall inform each other of the designated persons to supervise the participants of the internship.

………………………………………… …………………………………………………

University Company

Annex No 4

to Directive No. 31/2021

of 17 march 2021.

seal of the Department

Wrocław, ... ... ... ... ... ... ... ... ... ... ... ...(date)

**REFERAL FOR INTERNSHIPS**

Department of …………………………………………………………………………………………….……………………………..........…..

of the University of Wrocław

refers Mr./Mrs..............................................................................................................................................

Student of (degree) ......................................................................................................................................

to internship planned in the educational process in ......................................

from ................................................................... to .................................................................. .

The student provided the University with documents of insurance against accidents and civil liability for the period of the internship.

…………………………………………………………………

the Dean or a person authorised

Annex No 5

to Directive No. 31/2021

of 17 march 2021.

**DECLARATION**

Student .....................................................................................................................

Department ....................................................................................................................

Degree .....................................................................................................................

Year of studies .....................................................................................................................

Name of the Company where the internship takes place

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

Dates of the internship …………………………………………………………………………………………..…………………………………………………

I declare that I have read the conditions of internships stated below and undertake to comply with them.

1. The student shall undertake to insure against accidents and civil liability.

2. The student undertakes to follow the programme of the internship, and in addition to:

a) comply with the Company’s regulations and work discipline,

b) comply with the health and safety regulations and fire precautions,

c) comply with the rules of professional and State secrecy and to protect the confidentiality of the data within the range specified by the Company,

d) comply with the rules of internships laid down by the University in a directive.

3. Working for the Company is free of charge and for this work the student is not entitled to any financial claims, neither from the Company nor the University.

4. After the end of internship, the student shall draw up a report on the internship which shall be confirmed by the Company coordinator and an authorised person on behalf of the University.

…………………………………………

Date and signature of student

Annex No 6

to Directive No. 31/2021

of 17 march 2021.

…………………………………………………….

seal

(place, date)

**INTERNSHIP COMPLETION CERTIFICATE**

Mr./Ms. ……………………………………………………………………………………………………………………………………

Student (Department) ……………………………………………………………………………………………………………………………………

degree ……………………………………………………………………………………………………………………………………

underwent internship at ……………………………………………………………………………………………………………………………………

(name of Company)

in accordance with a pre-determined programme from .......................................... to ...........................................

Opinion on the internship:

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

…………………………………

Company

signature of an authorised person

……………………………

seal of the Department

signature of internship coordinator