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Stamp of a faculty / unit

Łódź, on

AGREEMENT No.
for the organization and conduct of internships

concluded in Łódź on between:

Lodz University of Technology with its registered office in Lodz, ul. Żeromskiego 116, 90-924 Łódź,
hereinafter referred to as the "University", represented by:

Vice-Dean for Student Affairs
Łukasz Domagalski, Dr. Hab. Eng.

or

Vice-Dean for Education
Joanna Matuszewska, Dr. Eng. Arch.

or

Faculty Proxy for Student Internships
Piotr Ostrowski, Dr. Hab. Eng., Associate Professor,

authorized to make declarations of will on behalf of the University on the basis of the Rector's power
of attorney

and

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.....
hereinafter referred to as "Workplace/Company", represented by

.....
.....
The following agreement was concluded:

§ 1

The University refers the following students to the Workplace/Company for an internship and the
Company undertakes to accept the students referred for internships according to the data in the table
regarding the number of students and the period of internship:

No.	Name and surname of the student	Student's register number	The period of the internship from ÷ to	Comments
1				

§ 2

1. The Workplace/Company is not obliged to pay the student remuneration for the internship.
2. The Workplace/Company may conclude a contract with the student for the duration of the internship. Detailed terms of the contract, including any remuneration, are specified by the parties to the contract.
3. The University does not cover the costs incurred by the Workplace/Company related to the organization and implementation of internship.
4. The University is not responsible for any damage caused by students at the Workplace.

§ 3

1. The Workplace/Company undertakes to ensure safe and hygienic conditions necessary for the professional internship, in particular to:
 - a) appoint a person responsible for the implementation of the professional internship,
 - b) provide appropriate workstations and tools in accordance with the internship program,
 - c) familiarize students with the regulations in force at the workplace, in particular with the work regulations, regulations on the protection of classified information and on the protection of personal data,
 - d) conduct an initial training in the field of occupational health and safety to students before commencing internships at the Workplace based on the "Workplace health and safety training program during internship at the Workplace" prepared by the Workplace on the basis of the "General training framework program" and " Framework training program on the job ", in accordance with the applicable regulations in the field of health and safety at work, in particular those resulting from the Regulation of the Minister of Economy and Labour of 27 July 2004 on training in the field of health and safety at work (Journal of Laws of 2004, No. 180, item 1860, as amended),
 - e) issue students with "Initial training cards in the field of occupational health and safety during apprenticeships at the workplace", confirming participation in the above-mentioned training,
 - f) inform students about the obligation to immediately report to the person responsible for the implementation of apprenticeships any threats to life or health that are noticeable in the workplace,
 - g) prepare the necessary documents confirming the training of students,
 - h) supervise the proper implementation of the internship program by students,
 - i) enable teaching tutors/supervisors on the part of the University to supervise vocational internships,
 - j) provide students with safe and hygienic working conditions, as well as the necessary clothing, footwear and protective measures provided for in the provisions on health and safety at work at the workplace,
 - k) enable students to independently perform practical activities resulting from the internship program,
 - l) issue the certificate "Confirmation of completing the internship" (in accordance with Appendix 4 to the Regulations of student internships at Lodz University of Technology, constituting Appendix 3 to this agreement) and confirmation of the documentation on the course of internship prepared by students.
2. The Workplace will allow the University to carry out observations of internships in agreement with the management of the Workplace. A negative result of the internship observation is the basis for termination of the agreement by the University.

§ 4

The Workplace/Company may request the University to recall a student from professional internship if he / she violates the regulations in force at the Workplace. If the breach caused a threat to life or health or property of significant value, the Workplace may prevent the student from continuing the professional internship, notifying the student internship supervisor about it.

§ 5

1. The university undertakes to:
 - a) develop, in consultation with the Workplace, detailed internship programs on the basis of the framework internship program,
 - b) provide the Workplace, within the time limit enabling the proper implementation of the internship program, documents concerning internships, including lists of their participants,
 - c) familiarize students with the internship program as well as their rights and obligations,
 - d) exercise didactic and organizational supervision over the course of internships.
2. The supervisor of student internships is responsible for the implementation of internships in accordance with the agreed program and is authorized to decide, together with the person responsible for the internship at the Workplace, on matters related to the course.

§ 6

1. Students are required to have valid accident insurance, and the Workplace has the right to verify the fact of taking out the insurance under the pain of not allowing students to carry out internships.
2. The Workplace/Company has the right to refer the student to medical examinations on the admission to work in the scope and on the position provided for professional internship.

§ 7

1. Each party to the Agreement declares that it is the administrator of personal data within the meaning of Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (Journal of UE L 119/1 of 4 May 2016) (general regulation on data protection), hereinafter referred to as the GDPR, in relation to the personal data of persons indicated in the Agreement.
2. Personal data of the persons referred to in 1, will be processed by the parties only for the purpose and scope necessary to perform the tasks related to the implementation of the concluded Agreement.
3. The parties undertake to protect personal data shared with each other in connection with the performance of the Agreement, including the implementation and application of technical and organizational measures ensuring an appropriate level of security of personal data in accordance with the law, in particular with the Act of May 10, 2018 on personal data protection (i.e. Journal of Laws of 2019, item 1781) and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (general regulation on data protection). The parties have fulfilled the information obligation under Article 13 and 14 GDPR.
4. The GDPR information clause is attached as Appendix 4 to this agreement.

§ 8

The agreement is concluded for the period from to

§ 9

Neither of the Parties shall have any financial obligations for the performance of this agreement.

§ 10

Either party may terminate the agreement with a 1-month notice period.

§ 11

Any changes to the agreement must be made in writing in the form of an annex.

§ 12

In matters not covered by this agreement, the relevant provisions of the Civil Code shall apply.

§ 13

This agreement has been drawn up in two counterparts, one for each party.

Attachments:

1. Internship framework program¹.
2. "Initial training card in the field of occupational health and safety during internship at the workplace"².
3. Confirmation of completing the internship (form)³.
4. GDPR information clause⁴.

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*Signature of the person authorized by the
Rector*

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*Signature of the Director of the
Workplace/Company or an authorized
person*

¹ Document in polish developed at faculties/fields/groups of fields of study and attached to this agreement.

² Appendix A to this agreement.

³ Appendix 4 to the Regulations of student internships at Lodz University of Technology.

⁴ Appendix B to this agreement.